

**From:** Bell, Stephen  
**To:** GRP\_Region 6B\_DLD; GRP\_Region 6A\_DLD; GRP\_Region 5\_DLD; GRP\_Region 4\_DLD;  
GRP\_Region 3\_DLD; GRP\_Region 2B\_DLD; GRP\_Region 2A\_DLD; GRP\_Region 1B\_DLD;  
GRP\_Region 1A\_DLD  
**CC:** Rodriguez, Tony; Daughtry, Lisa; Murphy, Kathleen; GRP\_DLS\_System\_Support; Watkins, Paul;  
Peters, Joe; Garcia, Ricardo L(DL); Hale, Lynn; McCradic, Danielle; Myers, Bob; Gipson, Sheri;  
Hibbs, Rebekah; Mastracchio, JoeAnna; Spinks, Margaret; Miller, Connie; Petersen, Dain  
**Sent:** 10/15/2013 11:32:13 AM  
**Subject:** FW: DL Office Instructions for County EIC.docx  
**Attachments:** DL Office Instructions for County EIC.docx; EIC master list.xlsx

Team,

We are currently issuing EIC mobile units to Counties so they can issue EICs in their Counties. You may have someone show up at you office with a DL 14C and a flash drive. This could be a Trooper, DL employee or County employee that delivers the materials. You will need to review the documents and then process the application into DLS. Attached are the step by step instructions on how to upload the information into DLS. If for some reason the County did not send the correct documents scan the documents and immediately email them DIRECTLY to myself and Tony Rodriguez and CC your chain of command.

v/r  
Stephen W. Bell  
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The Driver License Division is committed to quality and excellence in customer service. Please share your thoughts with us via our online customer service survey at:  
<http://www.survey.utexas.edu/txdps/>

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**From:** Hale, Lynn  
**Sent:** Tuesday, October 15, 2013 9:48 AM  
**To:** Bell, Stephen  
**Cc:** Watkins, Paul; Rodriguez, Tony; Myers, Bob  
**Subject:** DL Office Instructions for County EIC.docx

Per Steve's request: Updated instructions for DL offices receiving EIC flashdrives from county offices for processing. Please distribute as broadly as possible. Also attached is the most current list of trained County employees and their contact information.

Thank you

Lynn M. Hale

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